



# PURCHASE ORDER

**PO Number: 303-0-1066**

*Requisition Number: 303-0-02509*

**Order Date: 8/25/2020**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Other

**Show numbers on all papers and packages**

## Referenced Source or Vendor

13639490005  
Insight Public Sector  
6820 South Harl Avenue  
Tempe, AZ 85283  
Christine Ricker  
Phone: 512-691-2013, Fax: 737-247-3728  
CHRISTINE.RICKER@INSIGHT.COM

Adobe Acrobat Pro DC

**Description** DIR Contract No. DIR-TSO-4052.  
TFC Contact:  
Michael Williams, (512) 463-1819

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Adobe Acrobat Pro DC						
<b>NIGP Class:</b> 208						
<b>NIGP Item:</b> 11	20	each	\$57.10	8/11/2020	10/1/2021	\$1,142.00
<b>Object Class:</b> 380						
<b>Reimbursement Type:</b> Not Reimbursable						
<b>Grand Total</b>						<b>\$1,142.00</b>

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2020
<b>Division</b>	Finance
<b>Program</b>	Information Systems
<b>Phone</b>	5124631819
<b>Org Code</b>	0603 - Information Systems
<b>Type of Purchase/PCC Code</b>	'I' DIR Contract Non-Bulk Purchase
<b>Work Order Number</b>	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

#### Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

#### TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: \_\_\_\_\_

Sastry, Archana - CTCM, CTPM, 5124632743

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)